



Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services (ACS), U.S. Embassy, Addis Ababa

- 1) Mail this checklist (signed and dated on page 5) with your application.
- 2) You cannot apply for a report of birth and passport without application/appointment for each applicant.
- 3) Please check the appropriate box next to each document that you mail / bring with you.
- 4) DO NOT send originals in the mail. However, you should bring ALL original documents to your CRBA interview.
- 5) Many of the documents require you to submit both an original and a photocopy. For Ethiopian documents, please only submit documents issued from a Kebele, regional or federal government office.
- 6) The documents should be placed in the same order as the checklist.

In addition to this list, a personal appearance by the applicant (the child) is required.

REQUIRED CONTACT/APPLICATION INFORMATION

You must complete this section with accurate information so that we may contact you regarding errors to your application, scheduling your interview and notifying when your citizenship documents are ready. Any applications submitted without an email address and a local Ethiopian phone number will not be reviewed by the ACS team.

Email address: _____

Please provide a legible email address in the space provided above as well as on all appropriate sections of all forms outlined below. This will be the primary form of communication to ensure efficient processing of your application. This should be your personal / business email address and not one managed by an internet café.

Local phone number: _____

Please provide a local phone number in the space provided above as well as on all appropriate sections of all forms outlined below. This will serve as a backup method of communication in the event that we need to contact you.

Present at CRBA interview? ☐ Both Parents ☐ One Parent Only ☐ Neither Parent

In order to determine which forms and documents are required for your CRBA application, the ACS Team must know which parents will plan to attend the CRBA interview. Please indicate whether both parents, one parent or neither parent (legal guardian present) will attend the interview.

Applying for child's passport? ☐ Applying for CRBA only ☐ Applying for CRBA & Passport

If you also plan to apply for a passport for your minor child at the same time as your CRBA application, additional forms are required (see "Passport Application" on page 4 below). Please indicate whether you plan to also plan to apply for a passport with your CRBA application or for a CRBA only.

FEES & FORMS

☐ **Non-Refundable Application Fee**

The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. The cashier at the Embassy accepts cash only (either U.S. dollars or Ethiopian Birr).

☐ **"Application for Consular Report of Birth Abroad" (DS-2029)**

- Please mail a copy and bring the original documents to the CRBA interview.

- The child's parent(s) or legal guardian (preferably the U.S. citizen parent) or a person applying in loco parentis (a designated “representative” of the parent(s) or guardian) can apply for a CRBA. Either parent may sign and execute this application form before a Consular Officer. If the application will be signed and executed by a legal guardian, evidence of legal guardianship must be submitted. If a representative will sign the application, please see instructions below.
- Please read and follow the "Instructions" when filling out the form. Complete all the applicable items but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy.
- If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete all parts of Item 28, page 3 of the form DS-2029 and sign the form at the interview. If the U.S. citizen father will not be present at the interview, he must complete all parts of Item 28 and sign the form in front of a U.S.-commissioned notary.
- **Download and print Form DS-2029 at <http://www.state.gov/documents/organization/156216.pdf>.**
- **An example DS-2029 can be found [here](#).**

☐ **“Affidavit of Parentage, Physical Presence or Residence, Parentage and Support” (DS-5507) (if applicable)**

- Please mail a copy and bring the original documents to the CRBA interview.
- If the U.S. Citizen parent will not be present at the interview, the DS-5507 MUST be completed. Please ensure that page 2 lists time spent in the United States and time spent abroad separately and that all pages requiring a signature from the U.S. citizen parent are signed in front of a U.S.-commissioned notary or Consular Officer.
- **Download and print Form DS-5507 at <http://www.state.gov/documents/organization/126018.pdf>.**
- **An example DS-5507 can be found [here](#).**

☐ **Notarized written statement or affidavit/Special Power of Attorney (SPA) (if applicable)**

- If neither parent/guardian will be present at the interview, submit an affidavit / SPA from both parents or guardians authorizing a representative who is acting in loco parentis to apply for a CRBA. (If also applying for a passport, please see additional requirements on page 4 of this checklist).
- **The affidavit/SPA must specifically authorize the representative to apply for the CRBA.** The document must be duly notarized by a U.S. commissioned notary or a U.S. Consular Officer. The parents must also provide photocopies of the front and back side of the photo ID that was used during notarization of the affidavit/SPA.

PROOF OF IDENTITY / CITIZENSHIP DOCUMENTS

☐ **Child’s Kebele / Civil Birth Certificate**

Please mail a copy and bring the original birth certificate to the CRBA interview. For children born in Ethiopia, please provide Kebele / civil birth certificate. A birth certificate issued by a hospital is not sufficient.

☐ **Photo identification and growing-up photos of child**

Please bring the photos to the CRBA interview. For all children, please bring growing-up (age progression) photos. These photos should begin as near to birth as possible spanning to the present date.

☐ **U.S. Citizen Passport**

Please mail a copy and bring the passport to the CRBA interview (if present). The U.S. citizen parent must have been a citizen at the time of the child’s birth. The U.S. citizen parent(s) must present proof of his/her U.S. citizenship in the form of a valid or expired U.S. Passport. If the U.S. parent is not present, they should only mail a copy of their passport.

☐ **U.S. Citizen Naturalization Certificate (if applicable)**

Please mail a copy and bring the original Certificate of Naturalization to the CRBA interview. If the U.S. citizen parent was not born in the United States, they must submit a copy of their Certificate of Naturalization.

☐ **Passport/Identification document for non-U.S. citizen parent**

Please mail a copy and bring the ID to the CRBA interview. The non-U.S. citizen parent must bring his/her passport or a government issued ID. Both the copy and original ID must be accompanied by a certified English translation.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

☐ **Evidence of physical presence in the United States/residence**

Please bring to the CRBA interview. The U.S. citizen parent must bring proof of sufficient physical presence or residence in the United States before the child's birth in order to transmit citizenship. Please consult our website for the specific requirements based the parents' marriage and citizenship status [here](#).

Documents that may establish your physical presence in the U.S. include but are not limited to:

- Notarized current and/or old passports, including ALL PAGES to show entry/exit stamps
- Transcripts from Primary, High School and/or University
- Income Tax Returns with W2 or 1099 forms
- Military Statement of Service or DD-214 Separation Statement (military members only)

LEGITIMATION/LEGAL RELATIONSHIP DOCUMENTS

☐ **Parents' marriage certificate (if applicable)**

Please mail a copy and bring the original marriage certificate to the CRBA interview. For marriages conducted in Ethiopia, please provide a Kebele / civil marriage certificate issued from a government office. Please submit certified translations if the certificate is not in English. Marriage certificates issued by a Local Civil Registrar are NOT sufficient.

☐ **Divorce and Annulment Decrees/Death Certificates (if applicable)**

Please mail a copy of each document and bring the originals of each document to the CRBA interview. The mother and/or father will need to show termination of all prior marriages. For a death that occurred in Ethiopia, please provide a Kebele / civil death certificate issued from a government office or an original Consular Report of Death Abroad (CRDA) issued by the U.S. Embassy. Please submit certified translations if the decrees or certificates are not in English.

BLOOD RELATIONSHIP

☐ **Prenatal records and/or other evidence of mother's pregnancy.**

Please bring to the CRBA interview. Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship. Ultrasound reports can assist the Embassy in ascertaining the probable conception period.

☐ **Evidence of the couple's physical presence in the same location at the time of conception.**

Please bring to the CRBA interview. Please provide a notarized copy of the U.S. citizen's passport (all pages) in lieu of the original. (Note: Documents should be notarized by a U.S. commissioned notary or U.S. consular officer). Flight records and/or entry and exit records from a country may also be helpful.

☐ **Evidence of the couple's relationship prior to the conception of the applicant.**

Please bring to the CRBA interview.

- The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Bring original documents and photocopy of each.
- Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available. For more information, read about the DNA testing procedures on the Embassy's website at https://ethiopia.usembassy.gov/fraud_prevention/dna-testing.html.

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

PASSPORT APPLICATION

If you would also like to apply for a passport, please prepare these additional items:

☐ **“Application for a U.S. Passport” (DS-11).**

Please mail a copy and bring the original DS-11 to the CRBA interview.

- Complete the appropriate sections, but do not sign! For children under the age of 16 both parents/legal guardians are required to come in person. If this is not possible, the absent parent must complete a DS-3053 (see below). Please review the information on 1st Passport Applications (for children under the age of 16).
- Please complete the form electronically and print it out. A form completed by hand may be accepted on a case-by-case basis .
- Download and print Form DS-11 at <http://www.state.gov/documents/organization/212239.pdf>
- An example DS-11 can be found [here](#).

☐ **Photos of child applicant**

Please bring the requested photos to the CRBA interview.

You will need two identical passport photographs of the child applicant, 2in x 2in (5cm x 5cm) set against a white background. For photo instruction and samples, refer [here](#).

☐ **“Statement of Consent: Issuance of a Passport to a Minor Under Age 16” (DS-3053).**

Please mail a copy and bring the original DS-11 to the CRBA interview.

- If one parent is not present for the interview, the absent parent/guardian must sign a **“Statement of Consent” (DS-3053)** authorizing the issuance of a U.S. passport for children under the age of 16. The absent parent must sign the DS-3053 in front of a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.
- The original document must be provided at the interview and is valid for 90 days after the date of signature.
- Download and print Form DS-3053 at <http://www.state.gov/documents/organization/212243.pdf>

☐ If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child’s passport, *e.g., court order, death certificate, etc.*

☐ If both parents/guardians are absent: Original **written statement** signed by each absent parent/guardian and notarized, specifically authorizing a representative to apply for a passport on behalf of a child. The statement must include: minor’s full name and date of birth; affiant’s relationship to child (e.g., mother, father, etc.); affiant’s street address, telephone number and email address; and a specific statement that the affiant gives consent to the issuance of a passport to the named minor child.

☐ **“Statement of Exigent/Special Family Circumstances” (DS-5525),**

Please mail a copy and bring the original DS-5525 to the CRBA interview.

- A completed DS-5525 is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances.
- Download and print Form DS-5525 - <http://www.state.gov/documents/organization/217450.pdf>

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. The most common issues are (1) incorrectly completing the DS-2029 and/or DS-5507 (2) missing child's civil birth certificate, (3) copies of the U.S. Citizen parent's passport pages showing all entry/exit stamps, and (4) physical presence documentation for the U.S. citizen parent prior to the child's birth. If you do not mail and bring the appropriate documentation to the interview we will suspend processing of the application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date

SUBMITTING YOUR APPLICATION

Once you have reviewed your application according to the CRBA checklist you may mail the application, along with this checklist, to the address below. We strive to conduct initial application reviews within one week of receipt via courier service. Please allow two weeks from the date you mailed your application before contacting the embassy.

**U.S. Embassy
Re: CRBA Application
ACS Unit, Consular Section
P.O. Box 1014
Addis Ababa**